



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Montana Response to Intervention (RTI) Facilitator Job Description

General Information

Job Title: **Montana RTI Facilitator**

Dates: 2010-2011 School Year

Hourly Wage: \$21.00

Minimum required days to be a facilitator: 10-22 days

3 days school team/administrator trainings (spring)

3 days school team/administrator trainings (fall)

1 day RTI facilitator/regional consultant meeting (Feb.)

1 day Big Sky RTI Conference (summer)

2 school site visits

Job Requirement

Candidates must have a bachelor's degree in early childhood education, elementary education, reading and math, special education, school psychology or a closely related field and three or more years of successful professional teaching experience. Candidates must also demonstrate a thorough understanding of current best practices in reading and mathematics instruction, differentiation techniques, collaborative teams, and data-based decision making. Candidates must demonstrate the leadership experience, organizational skills, and communication abilities to effectively support school administrators, teachers, and instructional teams. Candidates with experience working with district-level RTI teams providing school improvement, decision-making, and support are preferred.

Job Description

The RTI facilitator will:

- exhibit knowledge of research related to RTI;
- maintain the confidentiality of school and student records;
- observe professional lines of communication at all times with individuals inside and outside the school system;
- accept other duties as may be assigned by State RTI Coordinator which are related to the scope of the job;
- support and respect the Montana RTI program;
- exhibit effective and demonstrated skills in:
 - leadership;
 - planning, developing and evaluating program;
 - communication, both in writing and orally;

- interpersonal skills with individuals, teams and groups (student, parent, educator, specialist, administrator and support staff);
- working collaboratively with various groups within the school and in the community;
- working collaboratively and respectfully with other RTI Facilitators and RTI Regional Consultants;
- gaining consensus in groups and among various audiences;
- providing curriculum and instructional strategies;
- presenting to small and large groups for staff development;
- time management;
- problem solving and development of solutions;
- planning and facilitating meetings;
- analysis and use of data for decision making; and
- working cooperatively in sharing knowledge, expertise, and skills with others.

RTI Facilitator will:

- attend two elementary or two secondary trainings, depending on facilitator level and one administrator training in the fall and again in the spring per school year in the region they live in:

Regional Training	Fall	Spring
Region IV - Bozeman	Sept 20-24	Jan 3-7
Region V - Missoula	Sept 13-17	Jan 17-21
Region II - Great Falls	Oct 25-29	Mar 28-Apr 1
Region III - Billings	Nov 8-12	Apr 4-8
Region I - Glendive	Dec 13-17	May 9-13
Fall and Spring Trainings: Elementary (2 days) Secondary (2days) Administrator (1 day)		
Facilitator will attend elementary or secondary team trainings and the administrator training in the fall and in the spring in their regions.		

RTI Facilitator will:

- present a break-out session at Big Sky RTI Conference during the summer of 2011. The dates and location of conference are to be determined.
- visit an assigned school at least two times per school year. The visits are to be scheduled soon after or before the fall and spring trainings.
- select and mentor an RTI school leader who will assist their school through the implementation of RTI and be a point person for contact and communication.
- be assigned to no more than three schools per school year unless approved by the State RTI Coordinator.
- not be paid to do independent trainings and schools will not be reimbursed to attend such trainings.

- attend an RTI Facilitator/Regional Consultant training in Great Falls in February.
- take part in a monthly teleconference with other Montana RTI Facilitators, RTI Regional Consultants, and the State RTI Coordinator.

RTI Facilitators will:

- submit timesheets, travel claims, and any school visit notes on a biweekly basis.
 - ✓ Timesheets are due by noon on Friday following paydays and they must be submitted with a back-up documentation sheet providing information on what is being done with the hours worked.
 - ✓ Travel claims are due by noon on paydays and must accurately reflect all of your travel time while working for the OPI and be accompanied by a hotel receipt (if applicable) that reflects a zero balance, or paid in full.

Please return with your Application.

Montana RTI Facilitator

I have read and meet the job requirements. I also understand what would be expected of me in the role of Montana RTI Facilitator.

Signature

Date

Montana RTI Facilitator's School Superintendent
(if applicable)

I understand what is expected of _____ in the role of Montana RTI Facilitator and support him/her in this position.

Signature

Date